

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Mini Split

SITE AND BLDG #: NY023-118

LOCATION/RM #: Entire Building/Each office

**MECHANIC
SIGNATURE:**

Deen Rowe

DATE: 3/2/2020

START TIME: 8 Am

FINISH TIME: 11:30 Am

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-118	7665	190917-146	PMS1909 17146	Trane	4TXKZ712A10N OAA	140703633X	1-pc Mini Split Various	
NY023-118	7665	190917-147	PMS1909 17146	Trane	4TXKZ712A10N OAA	14073158X	1-pc Mini Split Various	
NY023-118	7665	190917-148	PMS1909 17146	Trane	4TXKZ712A10N OAA	140703532x	1-pc Mini Split Various	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Check/Lubricate blower and motor bearings	✓		
2	Check operating voltage- indicate voltage in note section	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check amperage- indicate voltage in note section	✓		
2	Visually check control valve(s)	✓		_____
3	Check operation of control valve(s)	✓		

4	Check condition of coils	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Visually inspect for coil leaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Visually inspect for piping leaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Check for deterioration of gaskets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Record differential temperatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Record differential pressures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Check starter/contactor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Check and tighten electrical connections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	Clean condensate pan and clear drain line	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Check overall condition of unit- include year of model in note section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
14	Change belt if needed- indicate size in note section	<input type="checkbox"/>	<input type="checkbox"/>	no belts
15	Change/Check filter- indicate size in note section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has washable filters
16	Check integrity of cabinet hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	Inspect motor mounting isolators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18	Check condition of pulley and belts	<input type="checkbox"/>	<input type="checkbox"/>	no pulley or belts
19	Check pulley alignment	<input type="checkbox"/>	<input type="checkbox"/>	no pulley
20	Remove and dispose of any debris from any maintenance activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

21	Document tasks performed during visit and report any observations to supervisor	<input checked="" type="checkbox"/>		wash filters, clean evap. and cond. coil, check drains
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Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: HVAC Technician **Additional Notes:**

* No asset stickers on any of these assets.

